

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	MWR-13-07
		<b>募集締切日：</b> Closing Date	21 Feb 07
		<b>発行日：</b> Date of Issue	1 Feb 07
<b>1.職種名</b> Job title ( <b>等級</b> Grade <u>3</u> / <b>語学等級</b> LAD <u>2</u> )  <div style="text-align: center;">Clerk #50 (事務職)</div> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系    <input type="checkbox"/> 技能系    <input type="checkbox"/> 保安系    <input type="checkbox"/> 医療系        Administrative    Blue Collar Trade    Security    Medical     </div>		<b>募集人数</b> No. of Recruitment  <div style="text-align: center; font-size: 1.5em;">1 名</div>	<b>4.募集範囲</b> Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊</b> Activity Commander Fleet Activities, Yokosuka Moral Welfare Recreation Department, Community Activities Division, Ikego Community Activities. <b>勤務場所</b> Working Place: 逗子市 池子住宅地区 Ikego Housing area, Zushi		<b>5.雇用の種類</b> Type of Employment  <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( <u>  </u> カ月 Months )	
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww ) <b>勤務日</b> Work Days            Mon-Fri <b>勤務時間・Work Hours</b> 8 hours/day between 0930-1830    休憩 Recess: 1 hour <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容</b> Duties Performs general clerical/receptionist duties such as answering telephone, filing, distributing mail, receiving and directing persons who call or visit, providing customers with information on upcoming events and programs, etc. Types a variety of routine material regularly used in day to day operation, such as daily correspondence, daily/monthly reports, memos, purchase orders, invoices, mailing lists, procurement contracts, directives, etc. Cashes payroll checks, personal checks, government checks, traveler's checks, and money orders for authorized patrons, assuring that proper identification is provided. Checks names against "bad check" list and/or social security number before processing the payment of personal checks. Receives, counts, and verifies monies received with daily cash reports for accuracy. Prepares coversheet by register, amount and register number with Daily Cash Report, as required. Assists with the organization, promotion, and implementation of a number of community events and programs. Related or incidental duties as assigned			
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements a. One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years of technical school or 4-years degree in any field may qualify him/her at 1-3 level. b. Knowledge of customer service concepts and practices. c. Skill in operating personal computer such as MS Word, Excel and Outlook. d. Ability to perform general clerical duties. e. Ability to prepare and maintain detailed records such as sales records, etc. f. Ability to speak, read and write English at average proficiency level (LAD-2). *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
<b>英語力</b> English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴</b> Educational Background : N/A		<b>免許証／修了証</b> License/Certificate Required : N/A	

<b>8.提出するもの</b> Application and Associated Documents	<b>職務状況</b> Working Condition
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<p>*<input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement</p> <p>*<input type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	
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## 9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement:

### 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22  
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka  
内線/Extension 243-8152 JN Employment Division (N132)  
\*部隊担当者名 Office/POC: 横田/下瀬 Ms. Yokota / Ms. Shimose, 軍電 (DSN) 243-3201.

### 2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA  
管理第一係 Management Section  
電話番号 Phone 046-828-6959  
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) \*  
雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

## 事務処理欄 For Official Use

PD No.: CFAY-636I-001	PD is accurate and current. Certified by Activity: ky	HRO: kw 1/26 yk 1/26
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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません Submitted applications will not be returned.